

50314-01

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor Employment Security Agency ** → 254 Washington Street Atlanta, Georgia 30334	Application Number	85-36
Application Number		Date Received	Date Completed
		MAR 14 1985	APR 04 1985
2. Person to Contact		Working Title	
Paul Crawford		Staff Specialist, Chief	
		Telephone Number	
		(404)- 656-7242	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest		
4-1-83	to present	Random audit Case Files	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
* The Unemployment Compensation of Unemployment Insurance Service plans and directs the determination of employer liability, collection of wage and tax reports, and the processing of claims in accordance with the Georgia Employment Security Act and the federal unemployment compensation program.			
** The Random Audit Program is a federally funded statistical based quality control system. Its specific function is to audit randomly selected Unemployment Insurance claims.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any):	
Documents relating to: ^{auditing} Unemployment Insurance Claims		Attach samples of the file.	
Included are:		Random Audit Forms ESA-1300 through ESA-1328 and memos, letters and forms related to U. I. Claims.	
File is arranged:			
Social Security number order by Random Audit 3 digit "Batch Number".			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old <u>once/6mos</u>		Seven to twelve months old <u>once/1 yr</u> ; Thirteen to twenty-four months old <u>n/a</u> ;	
twenty-five months and older <u>n/a</u> ?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers <u>16 appx</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (R-5/82)
(AR-50-71)

X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Ann. 54-6-2.1 O.C.G. A 34-8-11
X	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. not available
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. copy of report not available
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------|
| a. State Law | _____ years. | d. Audit period | 4 years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | 3 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- d. Audit review and legal use: one additional year
e. Current administrative use: one year
f. 41 CFR 29-70.203-3 : three years

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold 3 year(s); then on the successful completion of all audit requirements, destroy.
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

NOTE: If, prior to the expiration of the retention period, any litigation or audit is begun or a claim is instituted involving the grant or agreement covered by the records, these records shall be retained until the litigation, audit findings, or claim has been finally resolved.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	3-6-85		3-12-85
ESA Director (Signature)	Date	Chief, Records Management & Controls (Signature)	Date
	3-6-85	William H. Johnson	3-12-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4/1/85
		Secretary of State/Designee	3/28/85
		Attorney General/Designee	4/2/85

(Reverse Side)